



**Morrill Memorial Library**  
**Town of Norwood**  
33 Walpole Street  
PO Box 220  
Norwood, MA 02062-0220  
781-769-0200  
[ccanelli@norwoodma.gov](mailto:ccanelli@norwoodma.gov)



### **Job Vacancy**

**Title:** Part-Time Evening and Saturday Custodians  
**Department:** Library  
**Status:** Temporary, as-needed basis  
**Hours:** 5:30 PM – 9:30 PM Some Weeknights and 8:30 AM – 5:30 PM Some Saturdays  
**Salary:** \$13.40 per hour

**Description:** The Morrill Memorial Library is seeking Part-Time Custodians under the supervision of the Senior Custodian or Junior Custodian for temporary and occasional work.

**Duties:** The Part-Time Custodians serve as the custodial and security services for the library in the absence of the Senior or Junior Custodians.

Makes frequent contacts with the general public, professional trades-workers and library staff. Performs cleaning, dusting, sweeping, washing, waxing and vacuuming floors and/or rugs and cleans the rest rooms. Washes windows, changes light bulbs, paints, cleans grounds, sweeps walks, cuts lawns, removes snow and ice, cares for custodial equipment, empties wastebaskets and removes trash. Ensures the safety and security of the library building, opens and closes the building; sets and disarms the security system. Picks up mail and runs errands as needed, sets up furniture for special events, removes the books from the outdoor book bin and assists with building security. Assists the Outreach Librarian in making deliveries of library materials and equipment and performs similar and related work as required or directed.

In the evening, is responsible for locking the third floor at the appointed hour and unlocking study rooms as necessary and taking down the flag at dusk. At the end of the shift, the Part-Time Custodians make sure that all patrons and staff have exited the library safely and ends the shift by shutting down copy machines, turning off lights and making sure the building is empty and secured.

#### **Qualifications:**

Completion of high school or GED.  
Possession of a valid motor vehicle operator's license with satisfactory driving record.  
Thorough working knowledge of cleaning materials, methods and equipment.  
Ability to understand and follow verbal instructions and to carefully follow instructions and safety regulations.  
Familiarity with the precautions to be taken for eliminating fire hazards and preventing accidents.  
Ability to reach, bend, stoop, crawl, crouch and climb and lift at least 60 pounds and up to 100 pounds.  
Ability to pass CORI check, pre-employment drug screen and physical exam.

**Interested candidates may obtain and submit an Employment Application at the following locations:**

**Morrill Memorial Library**  
**Director's Office**  
**33 Walpole Street**  
**Norwood, MA**

**Human Resources Department**  
**Norwood Town Hall**  
**566 Washington Street**  
**Norwood, MA**

Or by visiting the Human Resources website at [www.norwoodma.gov](http://www.norwoodma.gov) under the JOBS link

**This posting is OPEN UNTIL FILLED.**

The Town of Norwood is an equal opportunity employer and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. Posted June 6, 2014.